

USPS Sales Service Distribution Associate Job Description

- Deliver mail to customers
- Collect mail from customers
- Assist with the delivery of parcels
- Provide support for other staff
- Maintain records
- Deliver all mail at the scheduled time
- Pick up mail from customers' homes or businesses
- Process customer payments
- Pay for items ordered online
- Assist with the delivery of parcels
- Receive a parcel from a courier company and deliver it to its destination
- Fill out change-of-address forms and other paperwork
- Deliver mail to customer's homes or businesses
- Help customers with special needs
- Assist customers with special equipment
- Answer questions from customers
- Handle large volumes of mail
- Maintain records and files
- Follow all safety rules
- Keep up-to-date with new technology
- Ensure proper postage is applied
- Make sure mail gets delivered
- Attend training sessions
- Report any problems to supervisors
- Comply with company policies and procedures.